



2021 PA is Ready! Application

Cover Sheet*

*You will be asked to manually enter the information on the Google Form.

Primary Organization (main contact for project/grant)

Name of the Organization:
Address:
Website:
First and Last Name of the Primary Contact Person:
Email Address for the Primary Contact Person:
Phone Number for the Primary Contact Person:
Total Organizational Budget:
Is this organization a 501c3? If no, indicate the fiscal sponsor:

Legal Services/Technical Support Organization

Name of the Organization:
Address:
Website:
First and Last Name of the Primary Contact Person:
Email Address for the Primary Contact Person:
Phone Number for the Primary Contact Person:
Total Organizational Budget:
Is this organization a 501c3? If no, indicate the fiscal sponsor:

Immigrant & BIPOC Leadership: We define "immigrant & BIPOC leadership" as the majority of decision-makers in your organization are immigrants and/or BIPOC. This could include Executive Director, senior leadership, and board of directors.

- Is your organization immigrant and/or BIPOC led? _____
- What percentage of your staff identify immigrant and/or BIPOC? _____
- Please feel free to add any additional comments _____

Briefly describe your proposal (1-2 sentences)*: _____

Total Grant Amount Requested: _____

Community Based Organization: _____

Legal Services /Technical Support Organization: _____

List the counties that the project will serve: _____

Eligibility Requirements:

- Organization has 501(c)3 status or a fiscal sponsor
- Organization is in compliance with The Philadelphia Foundation's Non-Discrimination Policy (see handbook for more detail).
- Organization demonstrates a commitment to community engagement, building leadership in immigrant and refugee communities, collaborating and sharing information, upholding *PA is Ready!* Goals and Principals, and actively participating in *PA is Ready!*
- Organization has relevant demonstrated expertise and experience.
- Project is based in Pennsylvania and intends to serve residents of Pennsylvania.
- Must be current with all grant reports from previous *PA is Ready!* Grants

Application Checklist:

- Completed Google form cover sheet
 - Grant contact name and contact information for primary and any partner organization
 - Organizational budget for each organization named in the application
 - Immigrant & BIPOC Leadership:
 - Is your organization immigrant and/or BIPOC led? We define this as the majority of decision-makers in your organization are immigrants or BIPOC. This could include Executive Director, senior leadership, board of directors.
 - What percentage of your staff identify immigrant and/or BIPOC?
 - Please feel free to add any additional comments
 - 1-sentence proposal summary
 - Total grant amount requested
 - Counties served
- Upload the following:
 - Application Narrative
 - A completed *written PA is Ready!* Grant Application. Max 4 pages (writing quality is not considered when evaluating the application); OR
 - A *video* answering the prompts in the *PA is Ready!* Grant Application. Max 15 minute (video quality and production will not be considered when evaluating the application)
 - Completed *PA is Ready!* Budget Form
 - For new *PA is Ready!* applicants ONLY (have never received *PA is Ready!* funding):
 - Supporting documents for organizations applying as a 501(c)(3)
 - Most recent IRS Form 990 or financial audit
 - List of Board of Directors
 - Organizational budget for current fiscal year
 - 501(c)(3) letter
 - Fiscally sponsored organizations must submit:
 - List of advisory board or organizational leadership
 - Annual budget for current fiscal year
 - The 501(c)(3) letter for the sponsoring organization



2021 *PA is Ready!* Grant Application

***You may submit a complete written application (maximum 4 pages) or a video (maximum 15 minute) answering the following prompts.**

1. *Brief Description (1-2 paragraphs):* Please include the role of each partner organization, potential activities, proposed timeline, etc.

2. *Outcomes:* (please include all that are applicable)

2a. Number of people reached:

2b. Number of community leaders trained:

2c. Number of community education sessions and/or legal clinics:

2d. Number of completed comprehensive legal screenings and/or deportation defense packets:

2e. Number of completed submission-ready applications (citizenship, DACA, ITIN, etc.)

2f. Other outcomes (please explain):

Short Answers (Please keep answers brief – a few sentences or use bullet points. Feel free to refer to another answer if you have already covered a topic.)

3. Please describe how this proposal is aligned with the *PA is Ready!* Goals and Principles and fits within the Five-Year Framework:

4. Target population to be served by the project and why this project is needed in this particular community/region/etc.

5. How will this project build the leadership of immigrant and refugee community members? (e.g. training community members to become Community Navigators; participation in decision-making and strategy meetings; etc.)

6. How will this project expand access to immigration services and/or expand the capacity of communities to respond to immigration enforcement?

7. Organizational Experience & Capacity

8a. What is the primary organization's experience and current existing capacity to execute the above plan? How will this grant help build the organization's capacity?

8b. What is the partner organization's experience and current existing capacity to execute the above plan? How will this grant help build the organization's capacity?

8c. If applicable, what external support is needed to ensure organizations are able to successfully execute this plan?

10. Please provide a brief narrative regarding your budget

Statement of Agreement

I certify that our organization meets the following requirements:

- 1) Has 501(c)3 status or a fiscal sponsor
- 2) Follows the Philadelphia Foundation’s Non-Discrimination Policy (see handbook for more detail).
- 3) Demonstrates a commitment to community engagement, building leadership in immigrant and refugee communities, collaborating and sharing information, upholding *PA is Ready!* Goals and Principals, and actively participating in *PA is Ready!*
- 4) Organization has relevant demonstrated expertise and experience.
- 5) Project is based in Pennsylvania and intends to serve residents of Pennsylvania.

I agree to ensure that all programs funded by *PA is Ready!* are conducted according to the *PA is Ready!* Principles and Coalition Agreements and to abide by the Grant Requirements.

On Behalf of Primary Organization¹: _____

Name and Title: _____

Date: _____

On Behalf of Partner Organization: _____

Name and Title: _____

Date: _____

¹ IMPORTANT: The Executive Director or equivalent head of each organization must sign this application.